

DISTRICT OF IDAHO
U.S. District and Bankruptcy Courts of the District of Idaho
Opportunity Announcement 15-05



Boise, Idaho

Position Details

Job Grade: JSP 11 or higher, DOE
Salary Range: \$35,137 - \$45,678 DOE

Closing Date: Applications must be received by mail before close of business, Friday, August 14, 2015.

Materials must be submitted to:

Honorable Ronald E. Bush
U.S. Courts, District of Idaho
Attn: Alex Krone
550 West Fort St.
Boise, ID 83724

Applicants must provide:

1. Letter of interest
2. Current résumé
3. Two Letters of Recommendation
4. Official or Unofficial Law school transcript
5. Completed AO-78 (*which can be found at www.id.uscourts.gov/employment.cfm)
6. Writing sample of ten pages or less. Sample can be an excerpted portion of a larger document.

**Part-Time Term Law Clerk (24 hrs/week)
for U.S. Magistrate Judge Ronald E. Bush**

The United States District Court for the District of Idaho invites applications for the position of Part Time Term Law Clerk in Boise. The anticipated start date for this position is at the beginning of September, 2015. The law clerk will work under the supervision of United States Magistrate Judge Ronald E. Bush. Duties will include evaluation and analysis, case management, drafting memoranda, orders, and opinions, and other duties as assigned.

Position will be in the United States Courthouse in Boise, Idaho.

The incumbent will have the following duties and responsibilities:

1. Legal research and writing; drafting orders and opinions for judicial review; providing information, guidance and advice to the judge on legal issues relating to each case; and making recommendations to the judge on individual cases. Conducting computer legal research via Westlaw.
2. Communicating with other chambers, courts, state and federal agencies, counsel, litigants and court staff regarding court rules and procedural issues, calendaring and other litigation matters.
3. Keeping abreast of changes in the law from the Supreme Court, Ninth Circuit, and Idaho Supreme Court.

Disclosure: The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. Only qualified applicants will be considered for this position. Participation in the interview process will be at the applicant's own expense. As a condition of employment, the selected candidate must complete a background investigation and FBI fingerprint check. Applicants must be U.S. citizens or eligible to work for the United States. Court employees are considered "at will" employees in the excepted service and may be terminated with or without cause by the court.

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Minimum/Required Qualifications:

- To qualify for a JSP 11, the applicant must have graduated from a law school of recognized standing. To qualify at a higher level, legal work experience and bar membership will be required.
- Legal work experience includes progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received after graduation from law school.
- Commitment by applicant of 2 years

Court Preferred Qualifications:

- Excellent legal research, writing, and analytical skills.
- Strong case management and organizational skills.
- Experience in civil rights law.
- Be proficient in computer assisted research (Lexis or Westlaw), Windows and Word
- Demonstrate excellent verbal and interpersonal skills.
- Experience on law review, moot court, publication in a law review journal, legal internship or externship - preferably for a federal judge.
- Other relevant legal experience received after graduation from law school.

Benefits:

- A generous benefits package includes the following:
 - Health benefits under the Federal Employee's Health Benefits Program (FEHB)
 - Life insurance benefits under the Federal Employees' Group Life Insurance Program (FEGLI)
 - Flexible Benefits Program
 - Federal Employees' Group Long Term Disability Program (FEG LTD)
 - Long Term Care Insurance through the Federal Judiciary of the Office of Personnel Management (OPM).

Process/Disclosures:

*Application forms (AO-78) are available on our website in fillable format at http://id.uscourts.gov/clerks/careers/Current_Job_Opportunities.cfm, or at any of our office locations. Please print or type all information. If your application does not provide all information requested, or if your applicant packet is not complete or late, you may lose consideration for this position.

Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

As a condition of employment, all new employees are subject to a background check or investigation which includes an FBI fingerprint check, and retention depends upon a favorable suitability determination. The Federal Financial Management Reform Act requires direct deposit of federal wages.

The Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Employees of the United States Courts are not included in the government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees.

Due to the expected high volume of applicants for this position, the U.S. Courts for the District of Idaho will make contact with only those qualified applicants who will be invited for an interview.

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THE UNITED STATES COURTS FOR THE DISTRICT OF IDAHO
IS AN EQUAL OPPORTUNITY EMPLOYER